



## Job Description Form

**Position Title:** Professional Development Coordinator

**Program:** Care About Childcare

**Reports to:** CAC Program Director

**FLSA Status:** Exempt

**EEOC:**

**General Summary:** Oversee the proper function and reporting of the Professional Development program, including the CDA Cohort program. Approve host sites, publish quarterly provider newsletter, supervise instructors, and register providers for classes.

### Essential Job Functions:

#### General Office Duties:

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled
- Track phone calls received for statistical and reporting purpose
- Maintain a filing system for paperwork
- Coordinate with Department staff to maintain phone coverage for the department
- Assist the department with any copying, mailing, printing and other duties as assigned
- Update calendar and inform supervisor of schedule changes and needs
- Follow company policies
- Keep personal use of time to a minimum. Submit agency paperwork to appropriate supervisor in a timely manner. Follow policies and procedures, dress appropriately, and represent the agency in a positive and professional manner
- Communicate with co-workers and team members in a positive, respectful and professional manner. Willing to work on good communication techniques, team building techniques and other ways to improve the CAC team.

#### Professional Development Duties:

- Develop and maintain the yearly budget assigned to the Professional Development department program.
- Work with Program Director to develop a yearly program plan, and update progress on a quarterly basis.
- Assure that the duties on the Professional Development department's program plan are completed and reported successfully.
- Participate in hiring and training of the Professional Development Department staff.
- Oversee the duties of the Instructors and Professional Development Advisors.
- Conduct observations of Professional Development Instructors in the classroom environment.
- Conduct annual Performance Reviews for Professional Development staff.
- Set and review quarterly goals for department with Program Director.
- Conduct quarterly Professional Development staff meetings, annual instructor meeting.
- Conduct monthly meetings with Professional Development Advisors.
- Coordinate training courses; supervise the scheduling of instructors, supervise the scheduling of host sites, format information into the Quarterly Provider Newsletter.
- Publish Quarterly Provider Newsletter.
- Provide technical assistance on phone or in person for providers
- Collaborate with the Professional Development Advisors to ensure information in Statewide

<p>Training Registry Quarterly Reports is accurate before OCC pulls the report.</p> <ul style="list-style-type: none"> <li>• Review all course evaluations.</li> <li>• Report suggestions from participants on course evaluations to OCC.</li> <li>• Provide outreach and coordination with professional child care associations, newsletter, media, etc.</li> <li>• Approve requisition forms, staff time sheets, time off requests, mileage logs for the department</li> <li>• Other duties as assigned.</li> </ul>					
<p><b>Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of company products and services and policies and procedures</li> <li>• Skill in operating equipment, such as personal computer, software and IT systems</li> <li>• Skill in oral and written communication</li> <li>• Ability to communicate with employees and various business contacts in a professional and courteous manner</li> <li>• Ability to work in a team environment</li> <li>• Ability to organize multiple work assignments and establish priorities</li> <li>• Ability to negotiate with others and resolve conflicts, particularly in sensitive situations</li> <li>• Ability to pay close attention to detail and to ensure accuracy of reports and data</li> <li>• Ability to make sound decisions using available information while maintaining confidentiality</li> </ul>					
<p><b>Education and Experience:</b> Bachelor's degree in Childhood Development or related field, or Level 10 Career Ladder</p>					
<b>Physical Requirements:</b>		<b>Percentage of Work Time Spent on Activity</b>			
		<b>0%-24%</b>	<b>25%-49%</b>	<b>50%-74%</b>	<b>75%-100%</b>
<b>Seeing:</b> Must be able to read computer screen and various reports					<b>X</b>
<b>Hearing:</b> Must be able to hear well enough to communicate with employees and others					<b>X</b>
<b>Standing/Walking</b>		<b>X</b>			
<b>Climbing/stooping/kneeling</b>			<b>X</b>		
<b>Lifting/pulling/pushing</b>			<b>X</b>		
<b>Fingering/grasping/feeling:</b> Must be able to write, type, and use phone system					<b>X</b>
<p><b>Note:</b> The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.</p>					

07/2020